

CHENNAI METROPOLITAN DEVELOPMENT
AUTHORITY (ADMINISTRATION DIVISION)

Office Order No. 01/2017

Date: 06-02-2017

Sub : Establishment - CMDA – APU – Expeditious disposal of
PPAs – Revised procedure of Admission and Scrutiny –
Orders - Issued.

- Read: 1. Minutes of review meeting held on 19.12.2016 under
the Chairmanship of Hon'ble Minister for H&UD
Dept., & Chairman, CMDA.
2. Record of Discussion held by MS, CMDA with the
officials of CMDA and CREDAI on 2.2.2017.

In accordance with the policy of Government to dispose the Planning
Permission Application expeditiously and to promote ease of doing business, the existing
procedures for admission of PPAs, scrutiny and disposal were reviewed and revised. The
revised procedure for admission and processing of Planning Permission Applications given
in the Annexures shall be followed in letter and spirit to realize the objective of the
Government.

This order takes with immediate effect.

Sd/- C. VIJAYARAJ KUMAR,
MEMBER-SECRETARY.

Encl.: Annexure – A, B & C.


To

All DPs (APU/MSB/Reclassification Dn.)
All APs (APU/MSB/Reclassification Dn.)
All PAs Gr.I & II (APU/MSB/Reclassification Dn.)

Copy to: PS to VC i/c
PC to MS
PC to CEO
PC to M&CP
PC to All CPs/SPs
PC to Financial Advisor
PC to Senior Law Officer
SA to host in CMDA's Website
DD, Audit
Stock file / Spare

// TRUE COPY //


ADMINISTRATIVE OFFICER. 1/6


21/02/17

ANNEXURE-A

DOCUMENTS TO BE FURNISHED ALONG WITH PPAs AT THE TIME OF ADMISSION

ADMISSION:

Planning Permission Applications (PPA) in respect of Special Building / Group Development, MSB, Industrial building, Institutional Building and PPA for the site approval, sub division and layout will be admitted, in the Admission Counter of CMDA.

Documents to be submitted along with PPA.

1. Form-A in case of layout, sub division, site approval and Form-B in case of all the other developments.
2. Form-C duly filled and signed.
3. Data Sheet duly filled in all the columns.
4. Certificate by the Registered Architect / Engineer / License Surveyor certifying
 - (a) the width of the abutting road for the length of the stretch prescribed in DR and status;
 - (b) to inform CMDA the progress at various stages of construction in the prescribed format.
5. Copy of PLR/TSLR/Patta and FMB attested by Revenue Official not below the rank of Deputy Tahsildar for the site in favour of current owner to establish his / her right to apply for Planning Permission (In case the same is available in Revenue Department website, self attestation is sufficient. If the FMB Sketch is not available in the Website, the same attested by Revenue Official not below the Deputy Tahsildar is required).
6. Legal Opinion on the title in favour of the owner from legal officers not below the rank of Govt. Pleader / Additional GP / Special GP's in the prescribed format (Annexure-C) along with copies of the documents of title tracing the transfer of rights / ownership since 5.8.1975. However, in the case of approved sites, the same is sufficient from the date of approval provided the site extent, is same as the approved site.
7. Flow chart showing the details of transfer of ownership, dimension and extent of land transferred, extent of residuary plot retained and availability of access to the

residuary land since 5.8.1975 along with a sketch showing the residuary plot/building details (if any) certified by the Applicant / Architect / Licensed Surveyor concerned to examine the applicability of OSR and regularization of unapproved sub-division, if any.

8. Undertakings by the professionals (Architect / Structural Engineer / Site Engineer / Geo Technical Engineer) associated with the projects as per the prescribed formats;
(PP1, PP2; if construction has not commenced; CC1, CC2 & CC3 if construction has commenced).
9. Display format showing the details in the prescribed format.
10. In case of site approved by Localbody, copy of receipt for payment of OSR if any available, attested by Notary Public.
11. 5 Sets of plan (showing key plan, site plan, detailed floor plan, terrace floor plan, section and elevation) in the case of MSB development; 4 sets of plans in the case of other (Non-MSB) development duly signed by the Applicant, Architect / Licensed Surveyor / Structural Engineer.
12. Topo plan signed by the Applicant, Architect / Engineer and Licensed Surveyor, showing the site and surrounding details, particularly road network, existence of water body, Electricity transmission and distribution lines (HT / LT), important land marks, burial ground, quarry, railway line, Heritage Buildings, ASI sites, etc. having a bearing on the scrutiny of the plan.
13. Google imagery showing the existing developments within 500 m radius incorporating the details as required for the topo plan.
14. Soft copy of the drawing for the proposed development in the APPAS format. The CD must be signed by the Architect / LS mentioning the site address.
15. Receipt for remittance of Scrutiny Fee as prescribed in the form of Demand Draft or RTGS transfer.
16. Check list, as applicable to the development applied for.
17. Undertaking to pay the Premium FSI charges, if Premium FSI is to be availed.

18. Registration details of Architect / Licensed Surveyor confirming validity of their registration.
19. In respect of Hospital Buildings, the G.O.Ms.No.177, H&UD (UD-1) Dept. dated 20.10.2016 has to be adhered to.
20. In respect of School Buildings, the G.O.Ms.No.131, School Education (B) Department dated 10.8.2006 has to be adhered to.
21. In the case of industrial development for Red category, consent for establishment, issued by TNPCB.
22. In case of Industrial development, detailed process chart, indicating raw material, HP requirement, number of workers, details of emissions/effluents management to be furnished.
23. For Green Channel applications, documents as specified in the Green Channel Check list to be furnished.


Note:

- i) Applicant may pre-check the APPAS CD to ensure whether it is in order, at the Counseling and Consultancy Counter (CCC) of CMDA
- ii) Ownership documents can be self attested with an undertaking that the applicant is responsible for its genuinity.
- iii) The documents furnished shall be page numbered properly and indexed.

Sd/- dated 6.2.2017
MEMBER-SECRETARY

// True Copy //


ADMINISTRATIVE OFFICER


7/02/17

ANNEXURE-B

Procedure for Scrutiny

At Admission Counter

- (i) The PA-I at the admission counter shall receive the Planning Permission Application and check whether the documents to be submitted along with PPA listed in Annexure-A are available. This shall be done in the presence of the Applicant or his Representative. After ensuring the availability of all the required documents, the PA-I (Admission) shall hand over the PPA to AP (Admission). AP (Admission) shall super check the scrutiny done by PA-I and if it is in order shall inform the applicant to pay the scrutiny fee. This shall be completed by the same day. On producing the Receipt for payment of scrutiny fee, acknowledgement shall be issued to the applicant by PA-I.
- (ii) PA (Admission) shall hand over the file to AP (Admission) for remarks on the land use assigned for the site including details on CRZ, Aquifer Recharge Area, Catchment area for Red Hills, restriction with reference to IAF, ASI, Street alignment and objection, if any entered in the Objection Register, for the site under reference.
- (iii) The AP (Admission) shall send the PPA to the Tapal Assistant clearly marking the Channel / Division to which it has to be sent.
- (iv) After making entry in the Tapal Register, the Tapal Assistant shall hand over the PPA to the concerned Assistant in the Channel / Division, on the same day or next day.

AT CHANNEL

- (i) The Channel / Division Assistant shall put up the file to the Deputy Planner concerned after making necessary entry in the PR.
- (ii) The Deputy Planner shall allocate the PPA to the AP's.
- (iii) PPAs relating to Govt. proposals viz. TNHB, TNSCB, TN Police Housing Corporation, DF&RS, etc. (received after 02.01.2017) shall be dealt by the divisions concerned, based on the geographical area jurisdiction.

- (iv) In the case of multi-storied building, copy of the plan shall be sent to Police (Traffic), DF&RS & CMWSSB by the AP. In case of Special Building, a copy of the plan shall be sent to the CMWSSB.
- (v) Depending on the location of the site, if needed, in respect of NOC from CMRL, a copy of Plan shall be sent by the AP concerned to CMRL.
- (vi) AP shall inspect the site within a week from the receipt of the PPA and also inform the applicant either through e-mail or mobile phone the date and time of inspection so that if the applicant or his representative is willing, he can be present at the site. Presence / absence of the applicant at site at the time of inspection shall be recorded in the inspection.
- (vii) After the first inspection by AP, depending upon the size of the project and wherever decision on OSR reservation (shape, size and location), link road and special sanction are required and also wherever second level inspection is required, shall send the file to the DP. The second level inspection shall be done by the DP concerned or SP / CP concerned and the file shall be submitted to the Member-Secretary for the decision on the OSR reservation, link road and for special sanction as the case may be. In cases where required road width is not available, the file may be submitted to DP. The DP after examining the inspection report, and if felt necessary, shall inspect the site. In case the road width as per DR is not available, DP can record the violation and send the file to the MS for orders.
- (viii) After the inspection by the AP and when there is no need for higher level inspection, the file shall be marked to the PA, who in turn shall hand over the APPAS CD for detailed scrutiny. Then the PA shall examine the documents for OSR applicability, residuary plot violation, legal opinion and receipt of various NOCs as applicable.
- (ix) On receipt of the output of APPAS CD and document scrutiny, the concerned PA will make a consolidated note on compliance of various parameters and also further details required to the AP concerned.
- (x) The AP checks the consolidated note and submits the file along with his remarks to the DP.

- (xi) The DP shall supercheck the scrutiny and in case if any additional particulars and revision in the plan is required, the same may be communicated to the applicant / Architect and they may be given an opportunity of personal hearing on a specified date. If the DP finds any difference of opinion, he has to discuss with SP / CP and finalize the same at once.
- (xii) Any test inspection is to be made by DP and CP / SP, the same must be completed at this point of time.
- (xiii) When the Applicant / Architect come for discussion, after explaining the defects, the DP concerned shall also hand over the list of particulars required and rectification to be made in the plan. In case of disagreement by the Applicant / Architect, the file shall be submitted to SP / CP for decision. The SP / CP after obtaining orders from MS, shall call the Applicant / Architect for hearing. Then the file shall be returned back to the Assistant.
- (xiv) If the application complies with all the requirements, the AP concerned shall recommend with consolidated note in the format prescribed and put up the file to DP and SP / CP concerned recommending approval. If it violates Development Regulations, which cannot be complied by the applicant, then the file shall be forwarded to DP & SP / CP recommending for refusal of the case.
- (xv) If the applicant didn't comply / furnish all particulars called for by the CMDA with 15 days, then the Planning Permission shall be returned unapproved by the DP after obtaining orders from SP / CP.
- (xvi) Additional particulars and plan shall be accepted only through the DP concerned and that too after giving a hearing to the applicant.
- (xvii) No particulars other than the NOCs shall be accepted, without a letter issued by CMDA calling for the particulars.
- (xviii) In case of MSBs, DP shall recommend the proposal for placing before the MSB Panel.

- (xix) After the hearing with the applicant, if there is any interpretation of the rule or any relaxation is involved, the DP concerned shall circulate the file to the Member-Secretary for suitable orders.
- (xx) In case of Reclassification, the DP shall route the file through SP or CP seeking orders from MS for placing the subject before the Technical Committee.
- (xxi) Agenda for the Technical Committee shall be prepared by the DP and shall be approved by the SP / CP concerned.
- (xxii) In case of MSBs, DP shall route the file through SP or CP concerned seeking orders from MS for placing the subject before the MSB Panel.
- (xxiii) The minutes of the meeting of Special Sanction, CSO, TC, MSB Panel shall be prepared by the DP, and the same should be checked by SP / CP and approval must be obtained from the Member-Secretary / VC, CMDA.
- (xxiv) After approval, simultaneously along with DC demand letter, draft Gift Deed to applicant shall be prepared for gifting OSR, Street Alignment portion, Link Road, Road Widening area, etc. The applicant after receipt of DC letter, has to make payment and furnish the particulars.
- (xxv) Once the applicant remits the charges, complies with other conditions, if any, as informed in the DC demand letter, Planning Permission must be released within a week.

NOTE:

All communication to the Applicant / Architect regarding date of inspection, hearing can be sent through e-mail and phone. In respect of particulars, the letter must be sent through post and can also hand deliver during hearing with the Applicant / Architect.

Sd/- dated 6.2.2017
MEMBER-SECRETARY

// True Copy //

7/2/17
ADMINISTRATIVE OFFICER.

8
7/02/17

ANNEXURE - C

LEGAL OPINION ON THE OWNERSHIP FOR ISSUING PLANNING
PERMISSION UNDER TOWN & COUNTRY PLANNING ACT

This opinion is furnished after perusing relevant records to establish/ comply with the requirement of DR 4 (1).

I certify that after verifying the relevant records, registered documents and Revenue records, the following persons as owner or power of Attorney holders have the right over the lands covered in the list, to develop the land and to apply and obtain planning permission from CMDA for the lands covered in the survey nos. listed below. The following persons have the perfect and valid title for the lands listed below for obtaining planning permission.

I am also attaching the ownership transfer details for each of the sub division covered in the list above, since 5.8.1975.

Sl. No.	Doc. No. & Date	Vendor	Buyer	Extent	S.No.	Village Name
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Note: Each sub-division must be covered.

Present Ownership details:

Sl. No.	Name of the owner	Survey No. / T.S. No. / R.S.No. Block No.,	Village	Remarks
1.				
2.				
3.				
4.				

Date & Place


Signature of GP

Seal of GP

Sd/- dated 6.2.2017
MEMBER-SECRETARY

// True Copy //


ADMINISTRATIVE OFFICER. 2/4


7/02/17